INSTRUCTIONS

FOR OPERATING AND MAINTAINING THE

EMPIRE

PORTABLE TYPEWRITER

BRITISH TYPEWRITERS LIMITED

EMPIRE WORKS,

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1. **Paper Table.** When inserting paper, hold it lightly in the left hand, allowing the bottom to drop evenly on the feed rolls at the bottom of the paper table. Turn the platen knob until the paper appears in front of the platen. Should paper require straightening, or for inserting a book of carbons or doing special work, a paper release lever (14) is located at the right of the carriage.

2. **Paper Bail.** The main purpose of the paper bail is to hold the paper against the platen roller to ensure sharp type impressions. Swing the bail up out of the way for erasing. When erasing, form the habit of moving the carriage to the extreme end so erasings will fall OUT OF (not INTO) the machine.

3. **Carriage Release Lever.** This allows the carriage to move to the left. Operate it with the index finger of your right hand while pressing your thumb against the platen knob.

4. **Margin Stops.** To set a margin, press down lightly on the Margin Stop and slide it into the desired position. Another method of setting the margins is to place the carriage in the position for writing the first character of the line, and to slide the left hand margin stop up to the centre stop. Then move the carriage to the left and do the same for the end of the line.

5. **Margin Release Key.** The margin release key permits you to type beyond the margin stops. Press down the margin release key, and the carriage will then pass the margin stop (either right or left).

6. **Back Space Key.** If the carriage is to be moved backwards for corrections, additions, etc., depress the back space key as often as necessary.

7. **Space Bar.** This is used to make spaces between characters or words.

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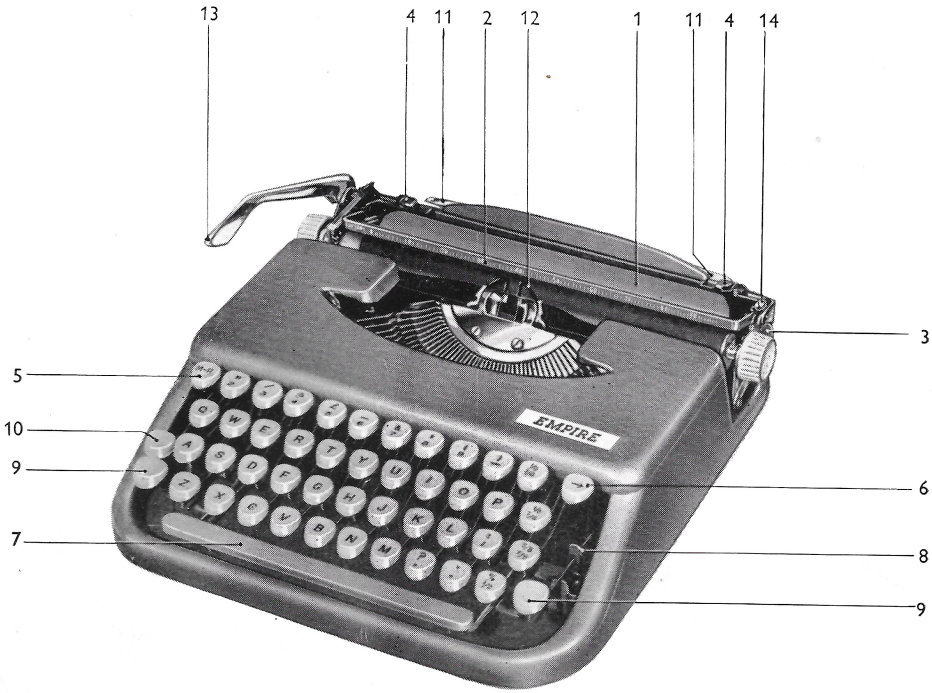
You need error control

Figure 1

Error Control (Fig. 1). Typing errors in which a letter is added or omitted from a word may be corrected by using our famous half-spacing. Half-spacing is very simple. It is done with the space bar, which when held down allows the carriage to move half-space and when released allows it to move the remaining half-space. Hence, by holding the space bar down, while striking a letter, you print that letter half-space to the right of where it would normally go. So, to correct the errors shown, erase the underlined words and (for the first example)

EMPIRE



The paragraph numbers refer to the above illustration.

position carriage as though you were going to type in the space immediately following "You", but before striking "n" press down and hold the space bar, then strike the "n". Release space bar, press and hold space bar again while striking "e". Do this with each letter and the word will fit into the space. Where you have one letter too many, you will need to add half-space before and after the corrected word. So proceed as before, but start one full-space to the right. Half-spacing is also very useful in justifying right hand margins and in expanding headings for emphasis.

8. **Manual Ribbon Reverse Lever.** Reversing of direction of ribbon travel is done automatically at each end of the ribbon, but the manual reverse allows you to reverse direction of ribbon travel at any time you wish.

9. **Right hand and left hand Shift Keys.** To write capitals, or an upper case character shown on a key with two characters, depress either the left or right hand shift key before writing.

10. **Shift Lock Key.** For writing consecutive capital letters, or upper case characters, press the shift lock key. To release the carriage into the normal position, press the left hand shift key.

11. **Retractable Paper Support Arms.** Raise one of the support arms and the other comes up also, as they are geared together.

12. **Line Indicator.** When typed copy must go back into the machine for additions or corrections, the line indicator is indispensable. After inserting the partly typed sheet, release the paper and move the sheet until the bottom of a typed line is even with both wings of the line indicator and the vertical lines on the line indicator wings are exactly centred under typed characters.

13. **Linespace-Carriage Return Lever.** After finishing a line, a stroke the linespace-carriage return lever not only returns the carriage to the starti point but spaces the paper up for the next line. If you want your typing lines apart, just move the linespace adjuster (Fig. 2) forward to the do spacing position.

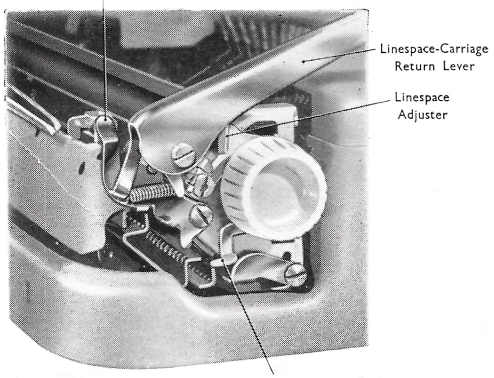


Figure 2

Line Retainer (Fig. 2). When you wish to vary line spacing for filling printed forms, or for typing subscripts or exponents, raise line retainer up, and space paper by turning platen knobs. When ready to return to original line-spacing ress retainer down again.

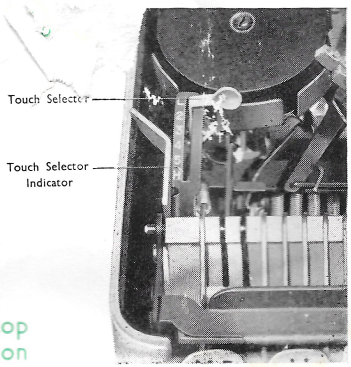


Figure 3

Touch Selector (Fig. 3). Located beneath the top cover plate, this lever can be set to the position which gives you the key tension you prefer.

Page Gauge (Fig. 4). An exclusive Empire feature, page gauge tells how far your typing line is from the bottom of page. Green markings refer to paper length in inches; red markings are to measure the space left at the bottom of the page. Turn platen until green number indicating length of paper used is aligned under the word "Set" stamped on paper bail. Insert paper squarely to assure straight feeding, and type in usual manner.

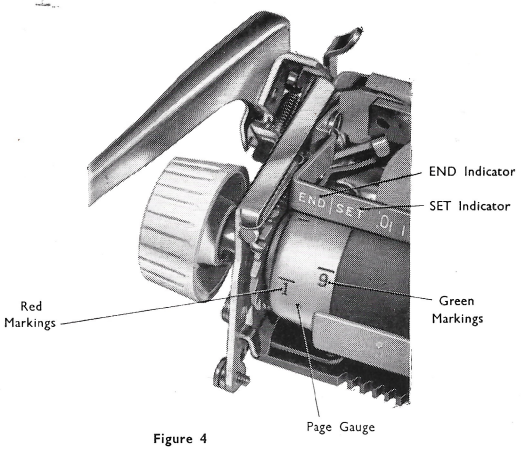


Figure 4

As you approach bottom of sheet, the red numerals appearing under "End" stamped on paper bail, show you the number of inches remaining to the bottom of the paper.

Replacing Machine in Case. When you are not using your Empire put it back in the carrying case to protect it from dust and dirt. To do this: (1) see that the carriage is down in the small-letter position (not the capital position) and that the paper bail and paper support arms are down; (2) centre the carriage by moving it to the left and then holding the centring lever (Fig. 2) back and down while pushing the carriage to the right as far as the centring lever permits. Now place the machine in its case, close the cover, and pull both zipper-tabs around to the front of the machine, thus closing the case.

The carrying case for your Empire is made of durable vinyl plastic which in normal use will give years of satisfactory service. If the outside of the case should become soiled it can easily be cleaned by sponging it with mild soap and lukewarm water.

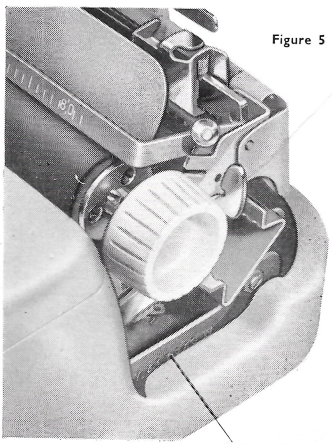


Figure 5

How to Replace the Ribbon. Ribbons come wound on proper spools to fit. When purchasing replacement ribbons be sure to specify for Empire, and give the serial number of your machine. The serial number location is shown in Fig. 5.

MOVE THE CARRIAGE TO THE EXTREME LEFT. Swing the cover plate up to raised position as in Fig. 6. Save one old spool for use on the left. Be sure to save the U-shaped metal clip that held the ribbon on the old spool. Place the new ribbon and spool on the right. Unwind about two inches of the new ribbon and slip the spool way down on the right hand spindle so about $\frac{1}{8}$ inch of the spindle shows above the spool. Set the manual reverse lever in the forward position and turn the spool counter-clockwise with a little downward pressure. The ribbon must wind from the back of the spool.

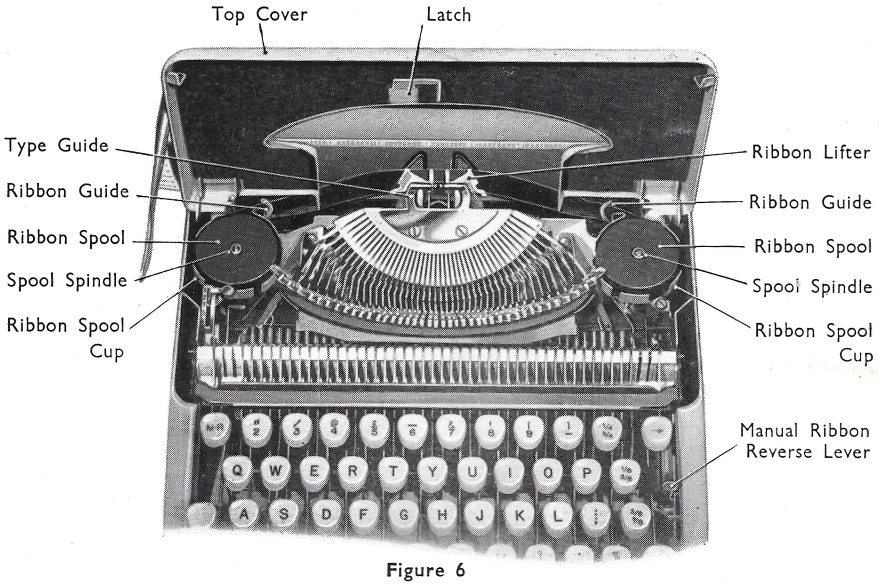


Figure 6

Attach loose end of new ribbon to empty spool by laying it across the back side of the spool hub and snap the U-shaped metal clip over the ribbon into the hub. Wind ribbon on empty spool until the little metal eyelet in the ribbon is covered. Now put the left spool on the left spindle. This time have the manual reverse lever in the back position and turn the spool clockwise until it drops way down with about $\frac{1}{8}$ inch of the spindle showing through the top.

Make SURE the ribbon is winding to and from the BACK of each spool.

Next drop the ribbon into the slots of both the left and right hand ribbon guides and see that the ribbon passes through the rear opening in each spool cup.

Lock the shift in the capital letter position. The last step is threading the ribbon through the ribbon-lifter. Follow this simple procedure:

(a) Place ribbon behind the ribbon-lifter.

(b) Crowd the lower edge of the ribbon down into the lower ribbon-lifter loops.

(c) Straighten out the ribbon so the upper edge passes up into the upper ribbon-lifter loops.

(d) Pull the ribbon a little to the left and right to see that the spools are properly located, the ribbon is passing through each of the spool cup rear openings, also passing through the left and right hand ribbon guides and is threaded through the ribbon-lifter as it should be without wrinkles or creases. Take up slack in the ribbon by turning the left spool counter-clockwise.

Close the cover plate. Be sure it is held down by the latch in the centre.